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DRAFT
22 Apr 63

FUTURE HOUSING FOR AGENCY HEADQUARTERS ELEMENTS

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1. The Agency is utilizing [redacted] buildings in the Washington area to house elements of the Headquarters that could be relocated to the Langley site. This dispersal is causing excessive costs for administration and complicating internal coordination. Certain of these buildings are scheduled for demolition and others are projected by Public Buildings Service (PBS) for possible evacuation later in this decade. A listing of these [redacted] buildings, together with the net square footage provided in each, is contained in the attachment.

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2. The Agency is faced with three problems in provision of adequate working space for Headquarters elements:

a. Immediate provision of additional space to meet existing requirements.

b. Future relocation of elements quartered in buildings that the General Services Administration (GSA) has scheduled for demolition or has projected for possible evacuation.

c. Centralization of Headquarters elements now located in the Metropolitan area.

3. In connection with the first problem, we are working with the PBS on a survey that will compare our use of present space with GSA utilization standards. This joint effort represents the Agency's part of the government-wide space survey to be conducted by PBS.

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Although this survey is not complete, preliminary estimates indicate that we are achieving higher utilization than that prescribed by established GSA policies for space assignment and that there is an immediate need for additional general purpose space of approximately 25,000 square feet.

4. Under current PBS planning, we must vacate after January 1965, the three buildings representing 151,167 square feet listed in paragraph 1 of the attachment. Furthermore, PBS projects for possible evacuation in the 1965-70 period the buildings listed in paragraph 2 which represents 97,585 square feet. GSA considers that contractor construction for long-term lease as replacement space for these buildings is impractical under present policies and laws. Since no new government buildings are being planned in which the Agency can be allocated space, leased space approaching \$6.00 per square foot per year will have to be obtained for the 248,752 net square footage involved. This indicates an economy need for construction of a new building or buildings at the Langley site.

5. With regard to the third problem, paragraph 3 of the attachment lists seven other buildings occupied by elements that have a need to be located near the present Headquarters. If new construction to include housing all of these elements is accomplished at Langley, it is expected that PBS will release (or reassign) the 237,414 square footage resulting from future relocation of Agency components from these seven buildings. Such action would provide space for other government elements in lieu of acquiring additional rental space. Approval, design and construction will probably require a minimum of five years. During this interim period, it might be possible to occupy present locations with minimum adjustments.

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6. The requirements shown on the attachment, combined with the immediate space needs, total approximately 510,000 square feet of net usable space. However, construction at Langley should be predicated upon provision of approximately 70,000 square feet for a garage, custodial space, cafeteria, etc. This estimated requirement is based upon the assumption that the existing cafeteria and boiler room can be expanded. Garage space would be also a potential fallout shelter area. Furthermore, there is a need for a concession area of approximately 20,000 square feet due to the isolation of the Langley site, and approximately 100,000 square feet broadly estimated to cover future space needs through the 1975 period. A survey has already been initiated to determine more specifically the future space requirements of all Headquarters elements through the 1975 period. The sum total of net usable space requirements for new construction at Langley is initially estimated to be 700,000 square feet. Such facilities are broadly estimated to cost on the order of \$30 million, and would provide increased efficiency through improved coordination between elements and elimination of local travel requirements for many individuals.

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7. Appropriate sites for construction at Langley can be developed, but will have to be selected during a preliminary planning phase. Requirements should be refined to reflect the needs of each element in the Headquarters projected through 1975 and future optimum utilization of the present Headquarters building based on these requirements should be determined. Development of broad plans for new construction and of preliminary cost estimates can then be accomplished during the preliminary planning phase. There is a need for authority to proceed with preliminary planning for this new construction and for \$175,000 in planning

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8. It is believed that \$175,000 of the \$1,700,000 remaining from Headquarters construction funds could be used to initiate immediately preliminary planning for new construction. Such authority would, of course, be followed upon completion of preliminary design and cost estimates with a request for the necessary architectural and engineering funds and for the funds to complete necessary construction at the Langley site.

Attachment:

Space Occupied by Elements
Outside Headquarters
Building Subject to
Relocation

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